

LEILA AHMADI

TRANSLATOR & INTERPRETER

WEB DEVELOPER



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EXPERTISE

GENERAL TRANSLATION
TECHNICAL TRANSLATION
SIMULTANEOUS INTERPRETING
CONSECUTIVE INTERPRETING
LIAISON INTERPRETING
GRAPHIC DESIGN
VISUAL DESIGN
WEB DEVELOPMENT
PROJECT MANAGEMENT
TIME MANAGEMENT
ORGANIZATION
TEAMWORK

LANGUAGES

PERSIAN ————— Native
ENGLISH ————— Fluent
RUSSIAN ————— Conversational
GERMAN ————— Elementary

PROFILE

An accomplished linguist with a demonstrated history of working in the translation and localization industry, experienced in translation, simultaneous interpreting, consecutive interpreting, interpreter training, and EFL teaching. A skilled graphic designer and an aspiring web developer.

EXPERIENCE

TRANSLATOR

Self-Employed

04.2007 - Current

Iran; Malaysia

- Translating technical and general texts in the fields of finance, business & commerce, psychology, sociology, information technology, computer science, history, linguistics, and general; including complex, scientific, idiomatic, and colloquial writings;
- Rendering information in an accurate and concise manner, without omission, change, or addition of information;
- Reviewing and transcribing audio and video material with the utmost degree of accuracy;
- Localizing and translating web-sites, adapting to Persian linguistic and cultural context;
- Evaluating translators' renditions for adequacy and accuracy.

SIMULTANEOUS & CONSECUTIVE INTERPRETER

Self-Employed

02.2008 - Current

Iran; Russia

- Providing simultaneous, consecutive, whispered, liaison, and telephone interpreting services in conferences, seminars, business meetings, debate / training sessions, etc.;
- Relaying information in an accurate and concise manner, without omission, change, or addition of information;
- Acting as a cultural liaison, conveying cultural subtleties, thoughts and details as accurately as possible.
- Imparting thought, purpose, spirit, emotions and tone of speakers from source language into target language.
- Outstanding listening, retention and note-taking skills.

EFL TEACHER

Foreign Language Institutes

04.2008 - Current

Tehran, Iran

- Teaching engaging English lessons to adults in ability-level groups from beginner to (mainly) advanced, as well as IELTS and TOEFL courses;
- Monitoring students' progress by evaluating the current teaching method and students' achievements and learning style, making changes if necessary to improve their learning;
- Creating course materials including quizzes, discussion topics, engaging activities, etc.;
- Creating teaching guidelines and developing curriculum leading to an integrated teaching system at the institute.

WEB DEVELOPER / VISUAL DESIGNER

Freelance

09.2018- Current

Tehran, Iran

- Programming, developing, and producing web applications and websites, involved with the technical and graphical aspects.
- Developing website graphics and content to meet performance and client requirements;
- Developing graphics, layouts, and elements for product illustrations, advertisements, and internal sub materials;
- Maintaining brand consistency through creating concepts and designs by adhering to brand design principles and directives while exploring new interpretations and approaches to advance the brand.

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TECHNICAL SKILLS

SDL TRADOS STUDIO

CORELDRAW

ADOBE PHOTOSHOP

ADOBE ILLUSTRATOR

ADOBE INDESIGN

COLOR THEORY

HTML5

CSS3

JAVASCRIPT

PHP

WORDPRESS

PYTHON

JAVA

HOBBIES & INTERESTS



TRAVELING



OUTDOOR ACTIVITIES



HIKING / MOUNTAIN CLIMBING



READING / WRITING



WEB DESIGNING / PHOTO EDITING



PUZZLE / MIND GAMES

EXPERIENCE *(continued)*

TOUR GUIDE

Freelance

07.2013- 10.2019

Tehran, Iran

- Providing significant information regarding the destinations and attractions, laying emphasis on their cultural and historical backgrounds;
- Handling emergency situations; managing sudden changes or modifications to the itinerary;
- ✓ Guided over a hundred groups of more than thirty people to a variety of destinations in Russia (Moscow, St. Petersburg, Sochi), India (Delhi, Agra, Jaipur), and Sri Lanka.

INTERNATIONAL TRADE MANAGER

CODEX Co.

04.2009 - 04.2012

Tehran, Iran

- Planning and execution of international trades, negotiations & contracts;
- Reviewing, interpreting and advising on existing contract rights and obligations, providing client contract management support;
- Auditing export controls and reviewing pricing of existing and new business proposals to ensure they are aligned with sub margin and contingency provisions.

INTERNATIONAL TRADE OFFICER

TNT Express · Hanaco

04.2006 - 09.2008

Tehran, Iran

- Conducting research and market analysis to provide the customers with the best products and services;
- Assisting on planning and execution of international trades, negotiations & contracts;
- Maintaining a superior knowledge of the company markets and the trends impacting those markets.

EDUCATION

MASTER DEGREE - TRANSLATION STUDIES

Science & Research Branch of Islamic Azad University

09.2014 - 05.2017

BACHELOR DEGREE - TRANSLATION STUDIES

Naser Khosrow Higher Education Institute

09.2012 - 07.2014

ASSOCIATE DEGREE - GRAPHICS

University of Applied Science & Technology

05.2008 - 02.2011

RESEARCH

DIRECTIONALITY & HESITATION IN CONSECUTIVE INTERPRETING AMONG GRADUATE TRANSLATION TRAINEES

Master's Thesis

2017

DIRECTIONALITY & HESITATION IN CONSECUTIVE INTERPRETING AMONG GRADUATE TRANSLATION TRAINEES

Article - *Journal of Language & Translation (in the process of publication)*

2021